

DRAFT

**Downtown Providence District Management Authority
Board Meeting**

January 19, 2006

1. Roll Call

Director Granoff called the meeting to order at 8:45a.m. Directors present included Michael Corso, Evan Granoff, Richard Lappin and Maria Ruggieri. Directors Robert Gagliardi, Joseph Paolino, Sr., Christopher Placco and Stanley Weiss were absent. Ex-officio Members present included Joseph DiBattista.

Providence Foundation staff present included Daniel Baudouin, Executive Director and Joelle Crane, Program Manager. Also present were Urban Place Consulting employees Steve Gibson, President; Frank LaTorre, Director of Public Space; Leslie Huikko, Office Manager. Block-by-Block staff present included Frank Zammarelli, Operations Manager.

Also present was Vincent Marzullo, State Program Director for the Corporation for National Community Service.

2. Approval of Minutes of the December 15, 2005 meeting

This item was carried forward to next month's meeting due to lack of quorum.

3. Approval of Executive Committee Meeting minutes from 11/17/05

This item was carried forward to next month's meeting due to lack of quorum.

4. Financial Report

Steve Gibson presented the Balance Sheet and Surplus & Deficit report. A supplemental collections report was distributed that reflected collections rates averaging 99% for the first 4 quarters of DID operation. Collections are being pursued for additional properties that became taxable during this fiscal year.

The interest rate on our savings account through Bank of RI has been raised to 3.75% in order to match competitor rates. This rate is guaranteed through March of 2006, when it will be re-evaluated by the bank.

Paperwork is in process to add "d.b.a. Downtown Improvement District" to our accounts, which are currently listed as Downtown Providence District Management Authority. This will allow us to deposit checks that identify either entity as the payee.

5. Operations Committee Report

Frank LaTorre gave a summary of the January 10 Operations Committee meeting and distributed minutes from that meeting.

The committee discussed the need for a comprehensive plan that provided for attractive and easily maintained and repaired sidewalks. To be effective, the plan must be agreed to and adhered to by all public officials, utility companies, and their subcontractors.

The committee discussed the need to have Safe Team members visible at all times- when the streets are empty, as well as when there is a lot of activity- as it increases perceived safety. Several businesses have expressed appreciation about having team members present between 4 and 6 P.M. when employees are walking to their cars.

Ordering more new trash barrels from the Steel Yard is on hold while Frank LaTorre works with the design team there to develop a revised proto-type, which will be brought back before the Board.

Frank LaTorre and Dan Baudouin have a meeting scheduled for January 25 with Carol Grant of the Mayor's office and John Nickelson of Public Works to discuss shoveling freeway overpasses, which has been determined to be the responsibility of the City.

6. Marketing Report

Joelle Crane, Project Manager at the Providence Foundation, reported on her direct outreach project targeting office workers in the downtown area. The goals are to provide basic information about the DID and to inform them of businesses and restaurants that are available to them in the immediate area. Staffed information tables

will be set up in participating office buildings throughout the downtown area. This is scheduled for early February.

Joelle, Frank LaTorre, and Dan Baudouin met with Bernard Lebby, City Traffic Engineer to discuss the proposed locations for DID metal signs. He is continuing to review the locations and will report back to staff with his approval or recommendations for changes. Fred Mason of National Grid is also reviewing the proposed locations and is expected to be rendering approval or recommendations soon.

7. Report from Urban Place Consulting & Director of Public Space
Frank La Torre distributed a printed summary of his on-going work.

Frank also summarized the Responsible Hospitality meeting that was held on January 17. The meeting focused on examining a draft of proposed actions that the committee could request of the many entities involved in addressing the concerns surrounding the late-night environment downtown. The committee will continue to review this list at their February 7 meeting. After finalizing their recommendations for action, a meeting will be scheduled with the Mayor to share the recommendations.

Steve Gibson distributed a draft of a survey to be sent to property owners within the DID. The survey requests feedback on DID services provided thus far and solicits input about future services to be provided. Steve requested feedback from Board Members after

they have had an opportunity to read it.

Steve Gibson gave a brief description of the Act-Track software that is being used to track the daily activities carried out within the district and to generate internal and external work orders. Leslie is completing the data entry and logging the hours required to complete various tasks related to the software. Sample reports were distributed in the packet.

8. Report from Block-By-Block

Frank Zammarelli, Operations Manager for Block-by-Block, distributed a monthly statistics summary. He reported that the new trash barrels are well-used with 28-30 bags of trash collected from the 30 barrels every 2 days. The amount of trash collected monthly has increased significantly since the installation of the barrels.

A discussion followed regarding the lack of enforcement of litter ordinances and how that contributes to the volume of litter on the streets. Director Corso reminded the board the Council President Lombardi and the Mayor have both requested a DID “wish list.” Those present agreed that additional resources to increase police staffing levels downtown should be a high priority on that list. The possibility of the DID hiring a police detail was also discussed. Frank LaTorre committed to having a conversation with Lt. Figueiredo about enforcement of litter ordinances and resources needed by the police

to provide additional enforcement at the necessary level.

9. Jewelry District actions to form a Business Improvement District

Steve Gibson reported that the Jewelry District has hired Urban Place Consulting to provide start-up services for a Business Improvement District. The process is in its early stages of gaining the support of property owners, but those involved to this point are hoping for a swift petition drive and to begin delivering services as soon as possible. Due to the early stage of the timeline, it has not been determined how this district will be structured and what its relationship to the existing DID may be.

10. Other Business

We are awaiting a Mayoral appointment to fill the remainder of Judy Cullen's term, which expires June 30, 2006.

A printed copy of the revised By-Laws were distributed to voting Board Members.

A discussion was held about the importance of Board Members attending meetings regularly and notifying the Office Manager when they are unable to attend. This will allow for the re-scheduling of meetings when a quorum will not be achieved and will therefore, increase the level of efficiency of those participating. It was agreed that Evan Granoff, Board Chair, would send a letter to voting Board Members reminding them of the existing and new By-Laws

addressing attendance.

11. Adjournment

The meeting was adjourned at 10 a.m.

Respectfully Submitted,

Leslie Huikko

DID Office Manager